Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
1.0 Human Capital Management			
Human Capital Policy	L	MA 6 MA 7 MA 12 MA 15 MA 17	
Delegated Personnel Authority			
# SES and other unique employment programs	L		
# HQ Career Ladder/Standard Register and Field	L		
Organizational Analysis & Position Management			
# FTE Management/Staffing Allocations for Locations	L		
# Work Force Analysis & Reporting Staff Functions			
o Site Office	L		
o Service Center	L		
o HQ			
Position Classification	L		
Staffing & Recruiting Process	L	MA 22	
Employee Relations			
# Site Office	L	MA 10	
# Service Center	L		
# HQ			
Employee Benefits Processing			
# Field	L		
# HQ			
Processing and Personnel Records Management			
# Field	L		
# HQ			
Non-Technical Training Services			
# Site	L	MA 24	
# Field	L		
# HQ			
Federal Technical Capability Panel	L		TS is panel member for CH

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Technical Qualifications Program (TQP) Policy	L	TS 1 MA 9	
TQP Administration	L		CH MA Lead
Drug Testing Administration	L		
Diversity and EEO Policy	L	OM 1	OM
Diversity and EEO Programs (Federal)	L	OM 1	OM
Human Capital Systems (CHRIS and others)	L	MA 19	
Contractor Training Assistance Program (CTAP)			
2.0 Contractor Human Resources Oversight			
Policy	L	MA 8	OM/MA
Compensation	L/S		Lab Director & Deputy approved by CH Manager, Others by Site Office CO
EEO/Diversity	L		OM
Davis Bacon/SCA Determinations	L/S		*Committees unless OM retained
Labor Relations	S		Site Office Lead
Pension & Benefits Administration	S		Site Office Lead
Employment Functions ?	S		Site Office Lead
Critical Skills Initiative ?	S		Site Office Lead
3.0 Procurement and Contracting			
Procurement Policy Guidance and Direction	L	ACQ 4	HQ-MA has lead
M&O Contract Policy	L		HQ-MA has lead
Balanced Scorecard/Objectives Matrix (M&O Procurement)	L		
Financial Assistance Policy	L	ACQ 4	HQ-MA has lead
Purchase Card Program Policy (Fed. Only)	L	ACQ 4	
Priorities & Allocation Program	L	ACQ 4	
Federal Performance Assessment	L	ACQ 4	Need definition of the function
General Cost & Pricing Support & Policy Dissemination (Non-M&O)	L	ACQ 4	
Indirect Rate Management & Oversight (Non-M&O Contracts)	L	ACQ 4	
Small Business Program Policy	L	ACQ 4	
Small Business Program (M&O Contracts)	S	ACQ 4	Site office CO Lead

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Small Business Program (Non-M&O Contracts)	L	ACQ 4	
Procurement Management Information and Automated Systems			
# PADS Database Management	L	ACQ 2	
# Contracts Under $25K System (CUTS) Management	L	ACQ 7 541.1	
# Contractor Performance System (NIH Past Performance Database)	L	ACQ 9	
# Procurement E-Commerce & Automated System	L	ACQ 3	
# Web-page Development/Posting	L	ACQ 4	
Business Clearance Policy (Non-M&O)			HQ-MA
Business Clearance Implementation (M&O)			
# Site Offices	L		PMCS
# Service Centers	L		PMCS
# HQ			
Business Clearance Implementation (Subs)	L	ACQ 4 971.1A	
M&O Contracting			
# Extend/Compete Analysis and Recommendation	L		OM
# Extend/Compete Determination/Decision	S		HQ
# Source Selection Activities	L		OM
# Contract Award Activities (incl. Fee Development and Negotiation)	L		5 yr. renewal = OM
# Contract Management Plan not CH			
# Changes to Scope, Terms, and Conditions	S		
# Funding Modification	S		
# Performance Assessment Guidance & Management	S	MA 1	PMCS responsible for DOE Order, Site Office have SOP's Also matrix organizations recommend ratings to Site Offices
# Performance Assessment Recommendation to SC	L		
# Contractor Appraisal Plan, Appraisal Agreement or and PEMP	S		

	Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
#	Performance Evaluation Reports/Laboratory Appraisal Reports	L		OM lead except Science rating
#	Fee ~~Development, Negotiation &~~ Administration (Existing Contract)	S		
#	Fee Determination	S		OM delegates to Site Office
#	SC-M&O Contractor Functional Liaison			
	o Statement of Cost Incurred/Cost Claimed	S		
	o Cost Allowability Determination	S		
	o Notice of Intent to Disallow	S		
#	Purchasing System Approvals	S		
#	Subcontract Review Boards	L		Chief Operating Officer Lead
#	Make/Buy Plan Approvals/Implementation	S		
#	FOCI Determination	S		
#	Contract Closeout	L		
#	Contractor Requirements Document	S		Directives Appendix
Non-M&O Contracts and Financial Assistance				
#	Acquisition Planning	L	ACQ 4	
#	Procurement Liaison (PR Preparation)	S	ACQ 4	Program Lead
#	Contract Award	L	ACQ 1 ACQ 3 541.1; 548.1	
#	Source Selection Activities/Authorities	L	ACQ 4 ACQ 8 ACQ 9 ACQ 10	
#	Contract Administration (Site-Specific)	L	ACQ 4	
#	Contract Administration (All Other) Such as MOX	L	ACQ 4 PMO 3 PMO 4	
#	Input into Contactor Performance System (NIH Past Performance Database)	L	ACQ 9 PMO 3	(PMO3 NOT NIH)
#	Contractor Purchasing System Approval	L	ACQ 4	

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
# Personal Property Management (Non M&O)	L	ACQ 4	
# Contract Termination/Closeout	L	ACQ 6 541.1; 971.1A	
# Financial Assistance Placement & Administration	L	ACQ 1 ACQ 3 ACQ 4 541.1	
# Interagency Agreement (Funds-Out)	L	ACQ 4 541.1	
# Simplified Acquisition	L	ACQ 4 ACQ 7 541.1	
# Purchase Card Acquisitions			
o Site Office	L	ACQ 4 541.1	
o Service Center	L	ACQ 4 541.1	
o HQ			
Work for Others (includes CO review/approval)			
# Other Federal Agencies	S	ACQ 4 541.1	Funds-in IAGs
# Private Sector	S	ACQ 4 541.1	
# CRADAs	S	ACQ 4 541.1	
Other SC Support	L	ACQ 4 541.1	PMCS
# ~~Enterprise Buying Policy~~			
# ~~Enterprise Buying Management & Oversight~~			
# Competition Advocate	L	ACQ 4 541.1	
# Inventory of SC MOU's & MOA's			

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
# Affirmative Procurement Program (Green Acquisition Advocate	L	ACQ 5	ACQ
4.0 Real & Personnel Property Management			
Property Policy	L		
Personal Property Administration	L		ACQ
Property System Approvals (M&O)	S		
Property Systems (Federal and Others)	L		TS
Property Systems Review/Maintenance/ Recommendations	S		
Utilities Management/Energy Conservation	L		Policy Lead
Real Property Management			
# Real Property Policy	L	TS 2	CH Certified Realty Officer STS
# Acquisition, Control, & Disposition of Real Property	L	TS 2	
# FIMS Administration	L	TS 2 TS 3	
Federal Facility Maintenance Management (Non-contractor)			
# ~~Site Office~~			
# GOGOs (EML)	S		
# ~~Service Center~~			
# HQ			
M&O Maintenance	S		
Utilities Infrastructure Oversight	S		
5.0 Finance & Accounting Systems			
Accounting, Fiscal and Financial Management Policy & Principles	L		
Accounting, Fiscal and Financial Management Practices and Procedural Inst.	L		
Accounting Controls Policies and Standards	L		

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Accounting Operations			
# Federal Operations	L		
o Asset Accounting	L	CR 1 CR 3 CR 6 CR 10	
o Financial Administration of Reimbursable Work	L	CR 6 CR 10	
o General Accounting	L	CR 6 CR 10	
# M&O Accounting Integration	L	CR 10 CR 13	
Fiscal Operations			
# Contract Financing (ASAP)	L	CR 13	
# U.S. Treasury Reporting	L	CR 6 CR 10 CR 13 CR 14 CR 15	
Financial Analysis and Reporting	L	CR 6 CR 10	
Accounting Liaison	L	CR 6	
Audit Liaison and OIG/GAO Coordination	L	CR 4	
Office Support Services (travel, payroll processing, purchase orders)	L	CR 7 CR 8 CR 11 CR 12	
Payment Processing	L	CR 6	
Receivables & ~~Collections~~ Deposits Management	L	CR 5 CR 6	

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Financial & Accounting Systems Development & Maintenance	L		
Waste, Fraud and Abuse Program Support	L	CR 4	
Financial Oversight & Reviews	L	CR 4	
Financial Advisory Services	L		
Indirect Cost Management			
# Rate setting	L		
# Indirect Sizing	L		
Cost Accounting Standards Reviews	L		
Pricing of Goods and Services	L		
Federal Managers Financial Integrity Act Process	L	CR 4	
Financial Management Control Program	L	CR 4	
M&O Contractor Internal Audit Oversight	L		
6.0 Budget and Resources Management			
Budget Policy & Procedures	L		HQ CFO
Allottee	L	CR 2 CR 6 CR 10	
Financial Management Development Program	L		
Funds Control Distribution			
# OMB Appropriations			
# Advice of Allotments Issued to Field Elements	L	CR 6 CR 10	
# HQ Approved Funding Programs Issued to Field Elements	L	CR 6 CR 10	
# Develop Local Financial Plans (both M&O and non-integrated contractors)	L	CR 6 CR 10	
# Other Operating Requirements			
o Processing and recording commitments and obligations	L	CR 6 CR 10	
o Coordination of monthly AFP changes	L		

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
o Certification of Funds Availability (for each transaction)	L	CR 6 CR 10	
o Initiate reprogramming requests	L	CR 6 CR 10	
o Recover prior year inactive obligations	L	CR 6 CR 10	
o Approve final obligations for contract and construction project close-outs	L	CR 6 CR 10	
o Report Anti-deficiency Act violations	L	CR 6 CR 10	
Budget Planning and Analysis			
# Financial Information Variance Reporting System (FIVRS)	L	CR 6 CR 10	
Budget Formulation Guidance	L		With input from HQ Program Office
Budget Reporting			
# Develop/define actual reporting requirements and timing	L	PMO 3 PMO 7 PMO 8	PMO = L for non-SC Programs CR = L for SC Programs
# Consolidate actual reports for program/ management review	L	PMO 1 PMO 2 PMO 3 PMO 7 PMO 8 PMO 10	PMO = L for non-SC Programs CR = L for SC Programs
# Unicall submission of budget requests, special purpose schedules, and crosscut budgets	L	TS 4	
# FIS/MARS Submission	L	CR 6 CR 10	

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
# Uncosted Balances Report	L	CR 6 CR 10 PMO 1 PMO 2 PMO 3 PMO 6 PMO 12	CR = L for SC
# Functional Support Costs	L		
Budget Oversight and Validation			
# Review Budget and Reporting (B&R) Structure & Definition	S		
# Validation of Budget Estimates	L		PMO for non-SC CR for SC
# Site Budget Reviews	S		PMO = S for non-SC Programs CR = S for SC
# Quarterly Program Reviews	S		PMO for non-SC CR for SC
# Budget System Oversight			
o PPBE			
o CFO Unicall			
# Develop funding strategies and police funding problems	L	CR 6 CR 10	
Work Authorization Acceptance and Processing			
# Initiate Work Authorization	L	CR 6 CR 10 CR 14	PMO for non-SC Programs
# Acceptance: Work Authorization	S/L	PMO 3	PMO = S for non-SC Programs CR = L for SC
# Process Work Authorization	S/L	CR 6 CR 10 CR 14 PMO 3	PMO = S for non-SC Programs CR = L for SC

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
# Authorizing WAS to contractor	S	PMO 3	PMO for non-SC CR for SC
Budget Systems and Integration			
# DOE Integrated Standardized Core Accounting System/Oracle	L		
Respond to Congressional requests	L		
7.0 Program and Technical Support			
Strategic Planning (Institutional Planning)	S		
Laboratory Directed Research & Development	S		
DOE R&D (non-SC Prime Contracts)	L		
Environmental Programs			
# Multi-site EM Activities	L	PMO 8 PMO 9 PMO 10 PMO 11 PMO 12	PMO
# Site-specific EM Activities	S	PMO 8 PMO 9 PMO 10 PMO 11 PMO 12 PMO 13	Site Office Lead
# EM Technical Expertise	L		PMO
# EM Project Management Integration	L	PMO 8 PMO 9 PMO 12	PMO
Transportation Safeguards	S		HQ Lead
Packaging Certification	S		HQ Lead
National Transportation Program (non-SC)	S		HQ Lead
Infrastructure and Facilities Management			
# Infrastructure and Facilities Policy	S		
# Long Range Corporate Planning	S		
# Facilities and Infrastructure Recapitalization	S		

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Program			
# Infrastructure and Facilities Program Execution	S		
# Long Term Comprehensive Site Planning Process	S		
# Prepare Site-Specific Plans	S		
8.0 Public Affairs, Information & Intergovernmental Relations			
Policy and Coordination	L		
~~Freedom of Information Act Program~~			Resides in OCC
External Relations and Communications Programs			
# Public, Community & Media Communications	L	OM 2 OM 4	w/delegation from Site Office Managers
# Protocol	L	OM 3 OM 4	VIP visits w/delegation from Site Office Managers
# Intergovernmental Relations	L	OM 4 OM 5	
# Employee Communications	L	OM 3	
# Educational & Other Outreach Programs	L	OM 3	
# Worker & Community Transition	L		
9.0 Environment, Safety & Health			
ES&H and Quality Assurance Policy and Guidance	L		EH-HQ has Lead
Assessment of Field Element Performance	L		
Environmental Planning, Compliance, Monitoring & Permitting	S	TS 5 TS 6	
Site NEPA/EIS Process & Decision	L/S	TS 5 TS 6	CH NCO approves CX's for Ames, ACQ, PMO
Programmatic NEPA/EIS Decision	S		
~~Environmental~~ ESH Reviews and Oversight			
# Independent Readiness	S		
# Authorization Basis Reviews	S		
# Accident Investigations	S	TS 7	
o Type A	S		
o Type B	S	TS 7	

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Non-Site Specific Subject Matter Experts (SMEs)	L		
# Coordinate Technical Support	L	TS 8 TS 9 TS 10 TS 11	
# Provide Technical Support	L		
ES&H Lessons Learned Program Coordinator	L	TS 12 TS 13 TS 14 TS 15 TS 16	
Price Anderson Activities	S	TS 17	
SC FEOSH	L	TS 18	
Corporate ES&H Performance Measurements Process	L		
Facility Representative Program Operations	S		
Facility Representative Program Administration & Maintenance	L	TS 19 TS 20	
Quality Assurance (Excludes QC-1)	L	TS 21 TS 22 TS 23 TS 24 TS 25	
ISMS Verification and Validations	L	TS 26 TS 27 TS 28	
Safety Management Research	S		
Pollution Prevention and Waste Minimization Program	L	PMO 14	PMO
DNFSB Interface Corporate			
DNFSB Interface Site Specific			
10.0 Project Management			
Project Management Policy	L		

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Project Planning	L/S	PMO 3 PMO 6 PMO 8 PMO 10	Lead for non SC/project
Project Management	L/S	PMO 3 PMO 6 PMO 7 PMO 8 PMO 10 PMO 11 PMO 12	Lead for non SC projects
Project Manager Development & Training	L		
Independent Reviews	L		
Project Controls Process			
# Value Engineering	S		
# ESAAB Support	S		
# Construction Services	S		
Federal Performance Assessment	L		
11.0 Information Technology			
Information Technology Enterprise Initiative (Federal)			
# Long Range Planning	L	MA 31	
# Enterprise Support Services Contract Administration	L		Define Function?
# Strategic Budget Planning for IT	L		
# SC Enterprise Architecture Design	L		
Integrated Federal Unclassified Cyber Security Initiative	L		
# Conduct of Operations (Reports, etc.)			
Computing Operations			
# Business	L		
# Application Development & Maintenance Support	L		
# Internet & Intranet Support	L		
# Network Development and Administration	L		

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
# Secure Computing (classified, unclassified)	L		
# Help Desk	L		
# Web Development	L		
# Telecommunications (data, voice, etc)	L		
Information Technology Oversight Support	L		
Records Management Enterprise Initiative	L		
Records Management Support	L		
# Site and Technical Information			
# Archiving	L		MA
12.0 Legal			
Litigation			
# ~~Litigation Policy~~			
# Management & Oversight of Litigation against US/DOE/SC	L	OCC 1	
# Oversight of Contractor Litigation	L	OCC 1 OCC 2	OCC designated COR per Part 719
# Processing of Administrative Claims (Federal Tort Claims Act)	L	OCC 1	
# Contingent Assets & Liabilities Report	L	OCC 1	
# Alternative Dispute Resolution (ADR)	L	OCC 1	
General Law			
# Ethics, including standards of conduct, conflict of interest, post-employment restrictions, financial disclosures, gifts, & Procurement Integrity Act	L	OCC 1 OCC 3	
# Whistleblower complaints	L	OCC 1	
# FOIA/Privacy Act	L	OCC 1 OCC 4	
# Labor, employment, personnel, personnel security, including representation at MSPB, EEOC, & OHA (AR) hearings	L	OCC 1	
# Appropriated funds issues	L	OCC 1	
# Directives Review		OCC 1	

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Intellectual Property Law – Center of Excellence			
# Tech Transfer review & negotiation, e.g. CRADAs, WFOs, contractor licenses, & small business programs	L	OCC 1 OCC 5	As to Intellectual Property Issues
# Determination & election of title to inventions	L	OCC 5	
# Review & negotiation of RFP, contract & subcontract IP clauses	L	OCC 1 OCC 5	
# Patenting federally-owned inventions	L	OCC 5 OCC 6 OCC 7	
# Protection of federal inventions, copyright & trademark rights	L	OCC 5 OCC 6 OCC 7	
# Review & approval of copyright, trademark & open source requests	L	OCC 1 OCC 6 OCC 7	Formal approval may require CO's signature, IPL obtains concurrences & prepares draft letter
# Bailments & loans of federal IP resources for scientific research	L	OCC 6	
# MOUs, interagency & international agreements re: tech transfer, resource sharing, IP rights and management, etc.	L	OCC 1 OCC 5 OCC 6 OCC 7	For Intellectual Property provisions and issues
# Review, manage, and secure rights in DOE funded inventions	L	OCC 5 OCC 6 OCC 7	
# Process patent waiver requests	L	OCC 5 OCC 6 IPL waiver docket	
# Conduct patent clearances for reports and publications	L	OCC 5	
# Resolution of tech transfer & licensing disputes between contractors & third parties; complaints;	L/S		

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Congressional, IG & GAO inquiries			
# Input to IP policy issues for SC & DOE	L/S		
# IP Management Plans for DOE programs	L		
Environment, Safety, Health & National Defense			
# Cross-cutting environmental issues, including environmental restoration & waste management	L		
# Site-specific environmental issues	L		
# Legal advice & counsel to Accident Investigation Boards	L		Only OCC can have line or lead resp. for legal advice and counsel
# Packaging & transportation	L		
# Price-Anderson/nuclear safety rules	L		
# Security & law enforcement	L		
# Congressional inquiries, IG reports	L		
# Employee concerns	L		
# National defense/nuclear weapons program issues	L		
# ES&H regulatory compliance	L		There are no lawyers in site office or SC
# Emergency response, ARG, JTOT, RAP	L		
# Counterintelligence & OPSEC	L		
Contracts & Procurement			
# Legal advice & counsel on acquisition methods and systems	L		There are no lawyers in site office or SC
# Contract management & administration	L		
# General M&O contract support	L		
# Acquisition, management & disposal of real property, including leases, easements, permits, & other real property interests	L		
# Bid protests, contract disputes & contract appeals	L		
# Privatization & community transition	L		
# Financial assistance, including grants & cooperative agreements	L		
# Tax~~es~~ Issues	L		

10/16/02

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Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
13.0 Security & Counterintelligence			
Safeguards & Security - General			
# Policy	L		Flowdown from SO; local policy only
# Safeguards and Security Plan Approvals			
o Site Office and Contractor	S		
o Service Center	L		OM Lead
o Headquarters			
# Surveys and Evaluations			
o Site Office and Contractor	S		
o Service Center	L	TS 29	OM Lead
o Headquarters			
# Program Integration			
# Training (CORE)	L		Classification
# Federal Performance Assessment	L	TS 29	
# System engineering (i.e., construction projects)	S		Support to Prog. Mgrs.
Physical Security			
# Site Office and Contractor	S		
# Service Center	L		
# Headquarters			
Material Control and Accountability Coordination	S	TS 30	Site Office Lead
Material Control and Accountability Program & Reporting	S	TS 30	
Personnel Security Processing	L	TS 31	
Personnel Security Identification			
# Site Office	L		
# Service Center	L		
# HQ			
Information Security			
# Classified Matter Protection and Control			
o Site Office and Contractor	S		
o Service Center	L	TS 32	
o Headquarters			
# Operations Security			

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
o Site Office	S		
o Service Center	L	TS 33	
o HQ			
# Foreign Ownership Control and Influence	L	TS 34	
# Classification Authority	L		
# Technical Surveillance Countermeasures	L		
# Special Access Programs	L		
Counterintelligence Program	S		Support to Office of Counterintelligence
Cyber Security Operations			
# Site Office	L/S		Designated accrediting auth. In classified/unclassified=staff support function
# Service Center	L/S		
# HQ			
SCIF Operations			
# Site Office			
# Service Center			
# HQ			
Foreign Visits & Assignments Processing	S/L	TS 35	Labs have lead; OM if visiting Feds.
14.0 Office of the Manager			
Provide executive leadership to the Chicago Operations Office in principle program areas	L		
Serves of the point of integration/coordination/leadership for CH business lines (laboratory and facility management, program and project management, and acquisition and assistance management) and the support organizations	L		
Oversight and supervision of DOE CH personnel	L		
Accountable for delegated operational authorities (Contracting, Personnel, Safety, Security, Permitting, etc.)	L		
Serves as the Head of Contracting Activities	L		
Focal point within CH for setting CH area office and federal laboratory performance expectations	L		

Functions and Activities	Support Center As Is	Mgmt. Systems	Comments
Provides services and operational support in varying measures to each DOE mission	L		
Provides stewardship of DOE Laboratories	L		
Provides leadership and focus for strategic planning, resource management, and CH performance analysis and evaluation	L		

CRITICAL OPERATING SYSTEMS BY BUSINESS GROUP

ACQ

ACQ 1   Grants Management System
ACQ 2   Procurement Assistance Data System (PADS)
ACQ 3   Intelligent Procurement Software (IPRO)
ACQ 4   Internal Policies and Procedures
ACQ 5   EEO Clearance Tracking System
ACQ 6   ACQ Closeout System
ACQ 7   Electronic Commerce System (ECWeb)
ACQ 8   Industry Interactive Procurement System (IIPS)
ACQ 9   NIH Past Performance System
ACQ 10   List of parties Excluded from Federal Procurement Programs

CR

CR 1   Annual Property Valuation System
CR 2   CH Financial Systems (CFIS)
CR 3   Costs Database System
CR 4   Departmental Audit Reports Tracking System (DARTS)
CR 5   Deposits Database System
CR 6   Departmental Integrated Standardized Core Accounting System (DISCAS)
CR 7   Electronic Commerce System (ECWeb)
CR 8   Energy Time and Attendance System (ETA)
CR 9   Financial Data Warehouse (FDW)
CR 10   Management Analysis and Reporting System (MARS)
CR 11   Payroll Modeling
CR 12   Travel Manager
CR 13   Automated Standard Application of Payment (ASAP)
CR 14   InterAgency Payment and Collection System (IPAC)
CR 15   Government On-Line Accounting Link System (GOALS)
CR 16   Financial Information Variance Reporting System (FIVRS)

Note: CR maintains detailed desk procedures as well as standard operating procedures that support the roles and responsibilities listed on the matrix.

MA

MA 1   CH O 224.1   Contractor Performance-Based Business Management Process
MA 2   CH O 242.1   Forms Management
MA 3   CH O 251.1   Chicago Operations Office Directives System
MA 4   CH O 322.1   Alternative Work Schedule Program (This program has been extended indefinitely.)
MA 5   CH O 322.2   Professional Liability Insurance Program

MA 6	CH O 322.3	CH Flexible Workplace Program
MA 7	CH O 331.1B	Rewards and Recognition Program
MA 8	CH O 350.1	Contractor Human Resources Management Program
MA 9	CH O 360.1	Federal Technical Workforce Training and Qualification
MA 10	CH O 442.1	Employee Concerns Management System
MA 11	CH O 551.1A	Official Foreign Travel
MA 12	CH O 3335.1B	Merit Promotion Policy and Procedures
MA 13	CH N 110.1E	Chicago Operations Office Organization Chart
MA 14	CH N 251.1	Cancellation of Announcement
MA 15	CH N 310.2	Annual Notice to Delegate Federal Human Resources Program Authorities
MA 16	CH N 322.2B	Adverse Weather and Other Emergency Notification
MA 17	CH N 3300.3	Annual Notice of Competitive Areas for Reduction in Force
MA 18	CH M 251.1-1	Directives System Manual
MA 19	Corporate Human Resources Information System (CHRIS) (HRS)	
MA 20	DOE INFO (HRS)	
MA 21	Excel Spreadsheets (Special Reports) (HRS)	
MA 22	Quickhire (HRS)	
MA 23	Rewards & Recognition System (HRS)	
MA 24	Training Registration System (HRS)	
MA 25	Automated Reservation System (AS)	
MA 26	Customer Survey (SNAP) (AS)	
MA 27	Document Logging (DOCLOG) (AS)	
MA 28	Executive Information System (EIS) (AS)	
MA 29	Manager's Signature Log (AS)	
MA 30	Records Management System (AS)	
MA 31	Information Architecture Plan (IAP) Tool Set (IAS)	
MA 32	Help Desk (IAS)	

OCC

OCC 1	LGL Action Tracking System
OCC 2	CH OCC Litigation Management Procedures
OCC 3	CH OCC Financial Disclosures/Ethics Management System
OCC 4	FOIA/PA Tracking System
OCC 5	PATMIS – Patent Management information System, IPL's computerized data base
OCC 6	IPIs – Internal Patent Instructions – A series of letters and supporting backup information issued by the Assistant General Counsel for Technology Transfer and Intellectual Property setting out policy, procedures, and forms for use by DOE Intellectual Property Counsel.
OCC 7	ICIs – Internal Chicago Instructions – A series of letters and guidance documents issued by Chicago Patent Counsel to supplement the IPIs and set out internal Chicago IPL procedures to process IPL workload.

OM

OM 1 DOE Complaint Tracking System
OM 2 CH Reading Room
OM 3 Web Page Guidelines
OM 4 Contractor Communications Guidelines
OM 5 CH Order 1220.1A

PMO

PMO 1	PMO-EE Database	Access database. Tracks contractors, project, costs & obligations, invoicing, milestones, authorizations, budgets
PMO 2	Construction Grants database	Access database. Tracks Congressionally-mandated construction grant projects, contractors, costs & obligations, invoicing, milestones, authorizations, budgets
PMO 3	Special Projects Team Project Management Manual & Implementing Procedures	Hard-copy document with tracked revisions. Sets policy for Special Programs Team project control system, establishes guidelines for baseline development, monitoring of project performance, and change management; appends MOX disposition project procedures for performance metrics, compliance review, administration of controlled documents; review requirements for contractor-submitted cost performance reports and other supporting documentation; and baseline change control
PMO 4	Special Projects Team, Pit Disassembly and Conversion Facility (PDCF) Baseline Change Control/Contract Modification Interface Procedure	Hard copy document. Title self-explanatory.
PMO 5	Special Projects Team, Pit Disassembly and Conversion Facility (PDCF) – DISKAS	DOE-wide (?) system. Input of accruals.
PMO 6	Special Projects Team, Pit Disassembly and Conversion Facility (PDCF) – Excel spreadsheets	Electronic files. Funds status and costs

PMO 7	Special Projects Team, Pit Disassembly and Conversion Facility (PDCF) Recommended Project Monthly Reporting Requirements	Hard copy; includes outline summary of recommended monthly reporting requirements, detailed descriptions of each requirement, standard reporting formats (forms), and instruction sheet for each form.
PMO 8	EM Integrated Planning and Budgeting System (IPABS)	DOE EM-wide database. Planning, budgeting, and performance reporting.
PMO 9	EM "Outyear" budget Excel spreadsheets	Electronic files. Provides outyear estimates (post-budget formulation) for activities currently under EM. New with FY 2004 budget formulation.
PMO 10	Project Analysis and Reporting System (PARS)	DOE database. Status and reporting for Capital Asset Projects (CAPs).
PMO 11	EPG Baseline Change Control Charter and Procedure (Rev. 3)	Hard copy with tracked revisions. Establishes authorities and objectives, Board membership, procedures, and change thresholds.
PMO 12	PMO EM Excel spreadsheets	Electronic files. Include IPABS follow-up reports, monthly status of funding, funding/cost profiles, and performance.
PMO 13	PMO BNL baseline update spreadsheets	Electronic file. Updates BNL baseline estimated yearly costs as Baseline Change Proposals are approved, including application of contingency as released by BCP approval.
PMO 14	EH P2WM database	DOE database. Input and reporting on waste minimization and pollution prevention metrics.

TS

TS 1	CH M 360.1-1	Federal Technical Workforce Training and Qualification Manual
TS 2	STS-SOP-12	Coordination, Review and Approval of Real Estate Actions
TS 3	FIMS database	Facilities Information Management System
TS 4	ESH&I database	ES&H and Infrastructure needs prioritization
TS 5	STS-SOP-7	Preparation of NEPA-realted Documentation
TS 6	NEPA database	National Environmental Policy Act
TS 7	CH M-225.1A-1	Accident Investigation Management Manual
TS 8	STS-SOP-3	Document Review Process
TS 9	STS-SOP-5	Coordination of CH-wide Responses to DOE-HQ Data/Information Requests
TS 10	CH O 443.1	Protection of Human Subjects

TS 11	STS-SOP-11	Review of Award Actions to Determine Applicability of ES&H Clauses
TS 12	CH O 232.1A	Occurrence Reporting and Processing of Operations Information
TS 13	ORPS database	Occurrence Reporting and Processing System
TS 14	CAIRS database	Computerized Accident/Incident Reporting System
TS 15	REMS database	Radiation Exposure Monitoring System
TS 16	STS-SOP-10	Preparation of Quarterly CH CAIRS Submittal
TS 17	PAAA database	Price Anderson Amendments Act
TS 18	CH M 440.1A-1	DOE-CH Federal Employee Occupational Safety and Health Program Manual
TS 19	CH O 5480.19	Operational Surveillance
TS 20	STS-SOP-9	Preparation of Quarterly Facility Representative Program Performance Indicators Report
TS 21	CH O 414.1A	CH Quality Assurance Program
TS 22	TS QAP	Technical Services QA Plan
TS 23	CATS database	Corrective Action Tracking System
TS 24	SIMIS database	Strategic Information Management Information System
TS 25	TS-SOP-2	Corrective Action and Quality Improvement
TS 26		CH M 411.1-1B CH Safety Management Functions, Responsibilities and Authorities Manual
TS 27	STS-SOP-8	Maintenance/Revision of the CH FRAM
TS 28	CH O 450.4A	CH Program for Maintaining and Improving ISM at CH Laboratory Sites
TS 29	CH General Survey Procedures	
TS 30	MC&A Survey Procedures	
TS 31	Personnel Security Processing Procedure	
TS 32	CMPC Plan	Classified Matter Protection & Control
TS 33	OPSEC Plan	Operations Security
TS 34	FOCI Procedures	Foreign Ownership Control & Influence
TS 35	FACTS	Foreign Access Central Tracking System